

DDA 83-0451/2

3 MAY 1983

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Elimination of Inefficiency, Waste, and Abuse

1. We have recently completed a review of our first full year of experience in managing all Agency copiers in the Directorate of Administration. On 1 October 1981, the Printing and Photography Division (P&PD), Office of Logistics, assumed responsibility for administering the Centralized Copier Management Program. Prior to this takeover by P&PD, the number of copy machines in the Agency had grown to 294, and the annual copy volume had reached 138 million at an annual cost for copier rental and maintenance of [REDACTED]

2. With the consolidation by P&PD in FY-1982 of all funding for copier rental and maintenance, major administrative burdens were removed. Consolidated contracts and centralized funding made it possible to streamline the contract renewal process. The number of contracts which had to be administered each year was dramatically reduced as was the number of contract amendments. As a consequence of this effort, the present number of individual copier rental/maintenance contracts has been reduced to a total of 18 (compared to 270 in FY-1980). The number of copiers total 283, compared with 294 in FY-1980 despite an increase in the Agency's population during this time frame. All factors considered, the first year of this program has resulted in an overall savings of [REDACTED] and over two man-years. These reductions were made without depriving Agency users of necessary copying facilities. STAT

3. During the past four months, the Office of Information Services (OIS) has made a concerted effort to reduce the number of Agency forms. Through this effort OIS was successful in eliminating 313 forms, or 15 percent of the total number (2,033) which existed on 1 January 1983. The results of this reduction by directorate are as follows:

DCI
EXEC
REG